



## K-12 School Recycling Supplies Request Process

### Overview

The City of San José and RAFT, the Resource Area for Teaching have formed a partnership to provide free recycling containers to San José K-12 schools. RAFT now serves as the supply depot for SJGGSP recycling containers. Parents, teachers, principals, custodians or other school staff can request free recycling containers through this on-line process, then pick them up at RAFT at their convenience.

### Eligible Participants

Parents, teachers, custodians and principals of San José K-12 public and private schools are eligible to request recycling containers.

### Principal's Authorization

Make sure you have the principal's authorization to begin or expand your school's recycling program. It will strengthen your program to have the principal's involvement as well.

### Steps to Request Recycling Supplies

1. Please complete the request form on the next page and submit it to us on-line. Only on-line requests will be accepted.
2. SJGGSP staff will contact you within two to four working days to confirm your request and schedule an appointment for technical assistance to help you set up or expand your recycling program.
3. We'll send you an email confirmation of your request within two to four working days. We will forward this information to RAFT. Please check that the information is correct.
4. Plan to bring a vehicle to RAFT that will have enough space to carry all the recycling containers. Bottle and can containers measure 20" by 11" by 30" tall. They may be stacked to save space. A stack of four measures 43" tall. Paper boxes come flattened in bundles of ten, with each bundle measuring 22" by 16" by 4".
5. After you have received your email confirmation, go to RAFT to pick up your supplies. RAFT's days and hours of operation are listed below. Present your I.D. to the reception counter and let the staff know you would like to pick-up your San José recycling containers.
6. RAFT staff will give you your recycling supplies voucher. Please sign it and return it to RAFT staff. They will give you a copy for your records.
7. RAFT staff will assist you in collecting your free recycling supplies.

RAFT is located at 1355 Ridder Park Dr., San Jose, CA 95131.

[Map & Directions](#)

Hours for obtaining recycling supplies are:

Tues., Wed. and Friday	10:30 AM – 5:30 PM
Thursday	10:30 AM – 7:00 PM
Saturday	9:30 AM – 4:00 PM
Sunday and Monday	CLOSED

### Further Information

Please contact us at [sjgreenschools@sanjoseca.gov](mailto:sjgreenschools@sanjoseca.gov) or at 408-975-2533 for more information.

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